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**United States Department of State**

# **A Guide to Doing Business With the Department of State**

**February 1988**



Department of State Publication 9335  
Bureau of Management  
Office of Small and Disadvantage Business Utilization

*Revised February 1988*

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## INTRODUCTION

A *Guide to Doing Business With the Department of State* is designed to familiarize small, minority and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (M/SDBU), located in Rosslyn, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 212. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507 and Executive Order 12138.


The *Guide* is divided into four sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged and female business owners concerning the Department's Small, Disadvantaged and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues.





## **Section A**

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



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# Procurement Program Profile

The Department of State is actively seeking qualified small businesses, minority-owned businesses and female-owned businesses for participation in contract work generated in the course of its day-to-day operations.

The mission of the Department of State, the making and conduct of foreign policy, does not require a large procurement support program. This is primarily due to the intangible nature of the mission, which does not generate the large support programs existing in many Federal agencies. As a result, the domestic procurement pattern (\$407 million in FY 1987) is chiefly of a general housekeeping nature with some international orientation.

The contract spectrum of this procurement pattern breaks down generally as follows:

## 1. *Research and Development*

The Department pursues an intermittent physical security research and development program devoted generally to improving resistance to terrorist attacks on diplomatic installations and personnel.

## 2. *Supply and Equipment*

(a) An annual requirement for a comparatively large (approximately \$5 million annually) household furnishings requirement offers subcontracting possibilities by the prime contractor.

(b) Substantial requirements for communications equipment, usually modified commercially, exist for the Department's worldwide communications network. Very often these must be consolidated with maintenance requirements, which sometimes make them unsuitable for small business capabilities.

(c) Physical security equipment, commercially available, in quantities suitable for small business contracts, is required on a continuing basis.

(d) Computer hardware, mainframe and peripheral, and software requirements, for usual administrative and statistical purposes, partially networked worldwide, comprise a relatively large ongoing requirement. The software and programing portions are particularly suitable to small business participation.

## 3. *Services*

(a) A substantial continuing requirement, which is suitable for small business contract participation, exists for communication equipment maintenance services.

(b) Household goods packing and storage requirements, which are multiply awarded in excess of \$2 million annually, provide an excellent opportunity for small business participation.

(c) An annual requirement of approximately \$750,000 for general labor services is suitable for small business awards. Other service requirements such as messenger and clerical are available.

(d) Numerous types of management requirements generate contracts in personnel, financial and other administrative areas. These are often suitable for small business (inclusive of individuals) participation. A \$500,000 annual worldwide local wage survey, currently multiply awarded, is an example.

An exception to the non-program nature of the Department's procurement pattern, as described above, is that associated with the International Narcotics Control Program. A substantial portion of the budget for this program is devoted to procurement related to narcotics detection, interdiction, crop substitution and demand reduction. The foreign detection and interdiction efforts are largely oriented toward aircraft and communications maintenance contracts which, because of their size and the necessarily close relationship with the foreign government involved, do not always lend themselves to small business participation.

All of the procurement activities described above are conducted by the centralized procurement division in the Department, located 1701 North Fort Myer Drive, Rosslyn, Virginia. Additionally, however, a number of decentralized, specialized procurement activities exist. These are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic and foreign area fields.

(b) Book and publication procurement is primarily directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *Office of Foreign Missions*

Limited engineering, building maintenance and renovation business opportunities exist related to the rehabilitation of certain foreign missions

property within the United States in the custody of the Department of State. Firms interested in such contract opportunities should contact Mrs. Durie White, Office of Small and Disadvantaged Business Utilization, Department of State, SA-6, Room 210, Washington, D.C. 20520. Telephone (703) 875-6824.

## **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 57 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact John F. Black at the following address:

Department of State  
A/FBO  
SA-6, Room 411  
Washington, D.C. 20520  
Telephone: (703) 875-6282

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Richard Roberts at the following address:

Department of State  
DS/OSP/PSD  
SA-6, Room 804  
Washington, D.C. 20520

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Fred Brandt of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact Mr. John Wolf at the following address:

Department of State  
DS/NBSM  
SA-6, Room 804  
Washington, D.C. 20520

For planning purposes, it is projected that architects will be selected for the design of the following projects during FY 87 and FY 88: Kampala, Uganda; Ottawa, Canada; and Brussels, Belgium.

It is further projected that construction projects at the following foreign service posts will be advertised or awarded: Djibouti, Djibouti; Pretoria, South Africa; Caracas, Venezuela; and Santiago, Chile.

**U.S. Department of State  
Washington, D.C. 20520  
User-Office Contacts**

**Architectural, Engineering and Design Services (Construction)**

Office of Foreign Buildings  
Room 302, SA-6

Mr. LeRoy Wallin (Acquisitions)	875-6286
Mr. John F. Black (Acquisitions)	875-6282
Mr. Richard Natale (Acquisitions)	875-6283
Mr. J. Richard Gray (A)	875-6184
Mr. Jerome W. Morrison (E)	875-6116
Mr. William F. McCollough (D)	875-6115
Mr. Charles Mallet (Minority Coordinator)	875-6588

**Audio-Visual Services and Products**

- a. Publishing Services Division  
Room 1754, N.S.

Ms. Rose Grover	647-1082
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- b. General Services Division  
Room B-258, N.S.

Mr. Richard Jimney	647-1634
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- c. Foreign Service Institute (FSI/AV)  
Room C-1, SA-3

Mr. John Collier	235-8722
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- d. Bureau of Diplomatic Security (DS/PLD/TC)  
Room 220, SA-11

Mr. Al Gowing	875-7420
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**Building Interior Furnishings (Foreign)**

Office of Foreign Buildings  
Room 412, SA-6

Ms. Susan R. McQueen	875-6254
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**Building Maintenance and General Services (Domestic)**

(Includes office machine and equipment maintenance and repair, labor services, local transportation services, etc.)

General Services Division  
Room 1439, N.S.

Mr. Jim Mitchell

647-3630

Office of Operations  
Facilities Management Division  
Room 1481, N.S.

Frank Mashuda

647-5610

### **Building Maintenance and General Services (Foreign)**

Office of Foreign Buildings  
Room 939, SA-6

Mr. James Schoonover

875-7000

### **Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing,  
carpentry supplies, retrofit, industrial supplies and  
equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke  
Room 612, SA-6

875-6338

Mr. Oris Rives  
Room 411, SA-6

875-6298

### **Cartographic Services**

Office of the Geographer  
Room 8742, N.S.

Mrs. Sandra H. Shaw

647-2022

### **Catering Services**

Office of Protocol  
Room 1238, N.S.

Ms. Pamela Gardner

647-2299

### **Communication Equipment/Maintenance Services**

(Includes drafting, servicing communications equipment  
at U.S. Embassies, repair of UHF/VHF radio equipment,  
electronics training, etc.)

Office of Communications  
Room 212, SA-21

**Computer Supplies and Accessories**

- a. Information Systems Office  
Room 1916, N.S.

Mr. Harold Niebel

647-6981

- b. Office of Procurement  
Room 528, SA-6

Mr. Simon Canady

875-6020

**Construction Services (Foreign)**

Office of Foreign Buildings  
Room 411, SA-6

LeRoy Wallin (Acquisitions)

875-6286

Joseph Toussaint (Const. Management)

875-6300

**Cooperative Commissaries and Recreation Associations**

Firms interested in selling wholesale grocery items (non-perishable) and recreational items to U.S. Embassies overseas should contact:

Mr. Ravi Sikand, Director

Overseas Commissary and Recreational Associations

Office of Supply, Transportation and Procurement

Room 510, SA-6

(703) 875-6084

(See page A-16 for a list of U.S. Foreign Service posts having commissaries and recreation associations.)

**Data Processing/Data Entry/Software Services**

- a. Information Systems Office  
Room 1916, N.S.

Mr. Karl Sanger

647-1036

Mr. Harold Niebel

647-6981

Mr. Yang Kim

647-2329

- b. Bureau of Consular Affairs  
Room W-711, SA-1

Mr. Rex Kimbro

663-1113

- c. Office of Passport Services  
Room 458, SA-17

	Mr. Stewart Bibbs, Jr.	523-4275
d.	Office of Information Technology Planning Staff Room 205, SA-20	
	Mr. Neil Rudd	673-6394
e.	Foreign Service Institute Room 1017, SA-3	
	Mr. Rick Kramer	235-1213
f.	Division of Operations Room 532, SA-6	
	Mr. Kevin Harnisch	875-6083

#### **Educational Materials/Supplies**

a.	Office of Overseas Schools Room 234, SA-6	
	Mr. Ernest N. Mannino	875-6220
b.	Foreign Service Institute B-Level, SA-3	
	Mr. Jayetta Neal	235-8790

#### **Electronic and Physical Security Services Equipment**

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security  
Room 2513, N.S.

Mr. Daniel Carlin	647-2626
Mr. Fred Brandt SA-6, Room 804	875-6561
Mr. Robert Bryan SA-7, Fullerton Industrial Park	644-3321

#### **Engineering Services (Construction)**

Office of Foreign Buildings  
Room 302, SA-6

Mr. Jerome W. Morrison	875-6116
Mr. John Black Room 411, SA-6	875-6282

Mr. Richard Natale  
Room 412, SA-6

875-6283

### **Engineering Services (Non-Construction)**

- a. Bureau of Diplomatic Security (DS/SEL/LOG)  
SA-7

Mr. Robert Bryan

644-3321

- b. Office of Communications  
Room 212, SA-21

Mr. Stephen J. Shogi

557-2738  
Ext. 68

### **Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings  
Room 412, SA-6

Ms. Susan R. McQueen

875-6254

### **International Political and Economic Affairs and Social Science Research**

Bureau of International Narcotics Matters  
Room 7336, N.S.

Mr. Tim Henderson

647-1918

Mr. John Stever, Contracting Officer  
Room 528, SA-6

875-6030

### **Labor Services**

General Service Division  
Room 1439, N.S.

Mr. James M. Mitchell

647-3630

### **Language/Translation Services**

Office of Language Services  
Room 2214, N.S.

Mr. Harry Obst

647-1528

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\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Lisa Million, 875-6031

## **Library/Subscription Services**

The Library  
Room 3239, N.S.

Ms. Alpha Rose\* 647-1875

## **Machine and Equipment Maintenance/Repair**

- a. Office of Operations, Facilities Management Division  
Room 1481, N.S.

Mr. Theodore Zotto 647-5610

- b. Office of Procurement  
Room 528, SA-6

Mr. Simon Cannady 875-6020

## **Medical Services/Supplies**

Medical Services  
Room 2906, N.S.

Mr. Elmer R. Higgs 647-3616

## **Mental Health Care/Services**

Office of Medical Services  
Employee Services Division

Ms. Ann Weiss 647-4929  
Room 2237, N.S.

## **Microfilming/Micrographics**

Records Management Staff (FAIM/RM)  
Room 1239, N.S.

Ms. Kathleen Lannon 647-6041

## **Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services**

- a. Publishing Services Division  
Room 1853, N.S.

Mr. Howard Gadsick 647-2517

Mr. Theodore R. Mavritte 647-8662

- b. Bureau of Public Affairs, Office of Public Communication  
Room 5819, N.S.

Ms. Donna Kreisberg 647-6722

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\*Manages Department's Commercial Library Program.

## **Safety and Rescue Equipment**

- a. Bureau of Diplomatic Security (DS/SEL/LOG)  
SA-7

Mr. Robert Bryan

644-33

- b. Office of Foreign Buildings  
Room 610, SA-6

Mr. Dennis Lundstedt

875-62

### **Training\***

- a. Office of Foreign Service Career  
Development and Assignments  
Room 2807, N.S.

Ms. Elayne Urban

647-33

- b. Office of Civil Service Career  
Development and Assignments  
Room 2427, N.S.

Ms. Theresa A. Manly

647-725

- c. Office of Equal Employment Opportunity  
and Civil Rights  
Room 4216, N.S.

Ms. Maria Melchiorre

647-904

- d. Foreign Service Institute  
Room 901, SA-3

Mr. Gary D. Crawford (Language)

235-881

Ms. Kay McMann (Clerical/Administrative)

875-727

Dr. Gordon Winkler (Area Studies)

235-883

- e. Office of Communications (OC/RM/TR)  
P.O. Box 3050  
Warrenton, VA 22186

Mr. Lamont Smith

557-183

- f. Bureau of Diplomatic Security  
Room 220, SA-11

Mr. Al Gowing

875-7420

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\*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Ms. Letithia Robinson, OPM, 632-7636 for information.

## **Transportation/Packing/Shipping/Storage (Household Effects)**

- a. Office of Transportation  
Room 1058, N.S.

Mr. Christopher G. Mayers

647-2915

- b. Office of Supply, Transportation, and Procurement  
Room 528, SA-6

Mr. Harry Lundy

875-6014

## **Word/Data Processing Supplies and Accessories**

**Office of Procurement**  
Room 528, SA-6

Mr. Simon Cannady

875-6020

Ms. Ruby Green

875-6019

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For further information contact:

Mr. Robert A. Cooper, Jr.  
Director, Office of Small and Disadvantaged  
Business Utilization  
Room 212, SA-6  
Telephone: 875-6823

or

Mrs. Durie White  
Assistant Director, Office of Small and  
Disadvantaged Business Utilization  
Room 210, SA-6  
Telephone: 875-6824

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Telephone area codes: (202) for numbers beginning with 647 and 632  
(703) for all others

# State Department Foreign Service Posts at Which U.S. Employees Operate Cooperative Commissaries and Recreation Associations

Location of Office	Type of Office
Abidjan, Côte d'Ivoire	Embassy
Accra, Ghana	Embassy
Addis Ababa, Ethiopia	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria	Embassy
Amman, Jordan	Embassy
Ankara, Turkey	Embassy
Antananarivo, Madagascar	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece	Embassy
Bamako, Mali	Embassy
Bangkok, Thailand	Embassy
Banjul, The Gambia	Embassy
Beijing, China	Embassy
Belgrade, Yugoslavia	Embassy
Bogota, Colombia	Embassy
Bonn, Germany	Embassy
Brasilia, Brazil	Embassy
Brazzaville, People's Republic of Congo	Embassy
Bridgetown, Barbados	Embassy
Brussels, Belgium	Embassy
Bucharest, Romania	Embassy
Budapest, Hungary	Embassy
Buenos Aires, Argentina	Embassy
Bujumbura, Burundi	Embassy
Cairo, Egypt	Embassy
Canberra, Australia	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela	Embassy
Colombo, Sri Lanka	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark	Embassy
Cotonou, Benin	Embassy
Dakar, Senegal	Embassy
Damascus, Syria	Embassy
Dar es Salaam, Tanzania	Embassy
Dhahran, Saudi Arabia	Consulate General
Dhaka, Bangladesh	Embassy
Dublin, Ireland	Embassy
Frankfurt, Germany	Consulate General

Freetown, Sierra Leone	Embassy
Gaborone, Botswana	Embassy
Geneva, Switzerland	Branch Office
Georgetown, Guyana	Embassy
Guadalajara, Mexico	Consulate General
Guangzhou, China	Consulate General
Guatemala, Guatemala	Embassy
Guayaquil, Ecuador	Consulate General
Hamburg, Germany	Consulate General
Helsinki, Finland	Embassy
Hong Kong, Hong Kong	Consulate General
Islamabad, Pakistan	Embassy
Istanbul, Turkey	Consulate General
Jakarta, Indonesia	Embassy
Jeddah, Saudi Arabia	Consulate General
Kabul, Afghanistan	Embassy
Karachi, Pakistan	Consulate General
Kathmandu, Nepal	Embassy
Khartoum, Sudan	Embassy
Kigali, Rwanda	Embassy
Kingston, Jamaica	Embassy
Kinshasa, Zaire	Embassy
Kuala Lumpur, Malaysia	Embassy
Kuwait, Kuwait	Embassy
La Paz, Bolivia	Embassy
Lagos, Nigeria	Embassy
Leningrad, USSR	Consulate General
Libreville, Gabon	Embassy
Lilongwe, Malawi	Embassy
Lima, Peru	Embassy
Lisbon, Portugal	Embassy
Lome, Togo	Embassy
London, England	Embassy
Lusaka, Zambia	Embassy
Madras, India	Consulate General
Madrid, Spain	Embassy
Managua, Nicaragua	Embassy
Manila, Philippines	Embassy
Mexico City, Mexico	Embassy
Mogadishu, Somalia	Embassy
Monrovia, Liberia	Embassy
Montevideo, Uruguay	Embassy
Montreal, Canada	Consulate General
Moscow, USSR	Embassy
Muscat, Oman	Embassy

Nassau, Bahamas	Embassy
New Delhi, India	Embassy
Niamey, Niger	Embassy
Nouakchott, Mauritania	Embassy
Oslo, Norway	Embassy
Ottawa, Canada	Embassy
Ouagadougou, Burkina Faso	Embassy
Panama, Panama	Embassy
Paris, France	Embassy
Port-au-Prince, Haiti	Embassy
Port-of-Spain, Trinidad	Embassy
Prague, Czechoslovakia	Embassy
Pretoria, South Africa	Embassy
Quito, Ecuador	Embassy
Rabat, Morocco	Embassy
Rangoon, Burma	Embassy
Rio de Janeiro, Brazil	Consulate General
Rome, Italy	Embassy
San Jose, Costa Rica	Embassy
San Salvador, El Salvador	Embassy
Sanaa, Yemen	Embassy
Santiago, Chile	Embassy
Santo Domingo, Dominican Republic	Embassy
Sao Paulo, Brazil	Consulate General
Seoul, Korea	Embassy
Singapore, Singapore	Embassy
Sofia, Bulgaria	Embassy
Stockholm, Sweden	Embassy
Tangier, Morocco	Consulate General
Tegucigalpa, Honduras	Embassy
Tel Aviv, Israel	Embassy
Thessaloniki, Greece	Consulate General
Tokyo, Japan	Embassy
Toronto, Ontario, Canada	Consulate General
Tunis, Tunisia	Embassy
Vienna, Austria	Embassy
Vientiane, Laos	Embassy
Warsaw, Poland	Embassy
Yaounde, Cameroon	Embassy

## **Mailing Address Form**

**Administrative Officer  
(for Commissary Officer)  
American Embassy\*/Name of Post City  
Department of State  
Washington, D.C. 20520**

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**\*Or Consulate General or Consulate, as appropriate.**

## **Section B**

- **Memo to Small, Disadvantaged and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



## **Small, Disadvantaged and Female Business (SD&F) Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$2,500 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C., a labor surplus set-aside area, receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Dun and Bradstreet number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm.

When complete, please remit to:

Small/Minority Business Enterprise  
Coordinator  
M/SDBU, Room 212, SA-6  
Department of State  
Washington, D.C. 20520

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on (703) 875-6823. Thank you for your interest in being of service to the Department of State.

Sincerely,

Barbara Ann Garland  
Chief, Contracts Branch  
Procurement Division

Enclosure:

Vendor File Data Sheet

# Vendor Survey Form

Dun and Bradstreet Number (9 Digits) \_\_\_\_\_

Masterduns (State Dept. Use Only) \_\_\_\_\_

Company Name \_\_\_\_\_

Company Division \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone Number (999-123-4567) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Company Contact \_\_\_\_\_

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

\*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided.  
(Should this information not be available, please indicate below the type of goods or services provided by your firm.)

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# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directory of Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

### **Departments**

### **Women in Business Representatives**

Department of Agriculture  
14th & Independence Ave., S.W.  
Room 127-W  
Washington, D.C. 20250  
Telephone: (202) 447-7117  
Attn: Mr. Casey Mann  
Director, OSDBU

Ms. Belinda Ward  
(202) 447-7117

Department of Commerce  
14th & Constitution Ave., N.W.  
Room 5029A  
Washington, D.C. 20230  
Telephone: (202) 377-3387  
Attn: Mr. James Maruca  
Director, OSDBU

Ms. Rosemary Mullany  
(202) 377-1472

Department of Defense  
The Pentagon—Room 2A330  
Washington, D.C. 20307  
Telephone: (202) 694-1151  
Attn: Mr. Horace Crouch  
Director, OSDBU

Ms. Tracey Pinson  
(202) 697-1688

Department of the Air Force  
The Pentagon—Room 4C255  
Washington, D.C. 20330  
Telephone: (202) 697-4126  
Attn: Mr. Donald Rellins  
Director, OSDBU

Ms. Claudia L. Naugle  
Mr. Pat Heller  
(202) 697-5373

Department of the Army  
The Pentagon—Room 2A712  
Washington, D.C. 20301  
Telephone: (202) 697-7753  
Attn: Mr. Daniel R. Gill  
Director, OSDBU

Lt. Col. Bruce Polydys  
(202) 697-2868

Department of the Navy  
Building 5 Crystal Plaza  
Room 120  
Washington, D.C. 20360  
Telephone: (202) 692-7122  
Attn: Mr. Don Hathaway  
Director, OSDBU

Ms. Janet Koch  
(202) 692-7122

Defense Logistics Agency  
Cameron Station  
Alexandria, VA. 22314  
Telephone: (703) 274-6471  
Attn: Mr. Raymond Dellas  
Director, OSDBU

Ms. Elizabeth Parsons  
(703) 274-6471

Department of Education  
330 C Street, S.W.  
Room 4329  
Washington, D.C. 20202-2410  
Telephone: (202) 732-4500  
Attn: Mr. Daniel Levin  
Director, OSDBU

Joanne Phipps  
(202) 586-8998

Department of Energy  
1000 Independence Ave., S.W.  
Room 1E061  
Washington, D.C. 20585  
Telephone: (202) 586-8201  
Attn: Mr. Leo Miranda  
Director, OSDBU

Ms. Angel Graves

Department of Health and Human  
Services  
200 Independence Ave., S.W.  
Room 513D  
Washington, D.C. 20201  
Telephone: (202) 245-7300  
Attn: Mr. Richard Clinkscales  
Director, OSDBU

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 10226  
Washington, D.C. 20410  
Telephone: (202) 755-1428  
Attn: Ms. Bernice Williams  
Director, OSDDBU

Department of the Interior  
18th & C Streets, N.W.  
Room 2527  
Washington, D.C. 20240  
Telephone: (202) 343-8493  
Attn: Ms. Charlotte Spann  
Director, OSDDBU

Department of Justice  
10th & Pennsylvania Ave., N.W.  
Washington, D.C. 20530  
Telephone: (202) 724-6271  
Attn: Mr. Enos Roberts  
Director, OSDDBU

Department of Labor  
200 Constitution Ave., N.W.  
Room S-1004  
Washington, D.C. 20210  
Telephone: (202) 523-9148  
Attn: Mr. Walter Terry  
Director, OSDDBU

Department of State  
(Mailing Address)  
Room 212, SA-6  
Washington, D.C. 20520  
Telephone: (703) 875-6823  
Attn: Mr. Robert A. Cooper, Jr.  
Director, OSDDBU

Department of Transportation  
400 - 7th Street, S.W.  
Washington, D.C. 20590  
Telephone: (202) 366-9750  
Attn: Mrs. Amparo B. Bouche  
Director, OSDDBU/MRC

Ms. Doris Sanford  
(202) 343-4907

Ms. Elinor Geary  
(202) 724-6271

Ms. Katherine Lee  
(202) 523-9151

Mrs. Durie N. White  
(703) 875-6824

Ms. Patricia Hodge  
(202) 366-1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 1306 Main Treasury  
Washington, D.C. 20220  
Telephone: (202) 566-9616  
Attn: Ms. Jill E. Kent  
Acting Director, OSDBU

Debra Sonderman  
Small Business Program  
Manager  
Department of the Treasury  
Room 1306  
15th & PA. Ave., N.W.  
Washington, D.C. 20220  
566-9616

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

### **Independent Agencies**

**ACTION**  
1735 I Street, N.W.  
Paramount Bldg. (Loc.)  
806 Connecticut Ave., N.W.  
(Mailing Address)  
Washington, D.C. 20525  
Telephone: (202) 634-9148  
Attn: Mr. Donald Poczik, Acting  
Chief, Procurement Branch

Ms. Jean McCamley  
Director of Office of  
Equal Opportunity  
(202) 634-9321

**Administrative Office of U.S.  
Courts**  
719 - 13th St., N.W.  
5th Floor  
Washington, D.C. 20544  
Telephone: (202) 633-6239  
Attn: Mr. Paul R. Truell, Chief  
Procurement and Property  
Management Branch

Mr. Don Seay  
(202) 633-6299

**AID**  
(Mailing Address)  
TT-2, Room 1400A  
Washington, D.C. 20523  
Telephone: (703) 875-1551  
Attn: Mr. John L. Wilkinson  
Office of Business Relations  
Acting Director, OSDBU/MRC

Ms. Betty Briscoe  
(703) 875-1551

Civil Aeronautics Board  
1825 Connecticut Ave., N.W.  
Washington, D.C. 20428  
Telephone: (202) 632-8244  
Attn: Mr. Columbus D. Jude, Sr.  
Director, Office of  
Administrative Support  
Operation

Commodity Futures Trading  
Commission  
2033 K Street, N.W.  
Washington, D.C. 20581  
Telephone: (202) 254-9524  
Attn: Mr. Edward Jon Guss  
Director  
Division of Management,  
Program and Evaluation  
and Mr. Joseph F. Mink,  
Director  
Administrative Services  
Division  
Telephone: (202) 254-9524

U.S. Consumer Product Safety  
Commission  
1111 - 18th Street, N.W.  
Washington, D.C. 20207  
Telephone: (202) 492-6621  
Attn: Mr. David Schmeltzer  
Director, Office of Compliance

Environmental Protection Agency  
1921 Jefferson Davis Highway  
Crystal Mall #2, Suite 1108  
Arlington, VA. 20460  
Telephone: (703) 557-7777  
Attn: Mr. John M. Ropes  
Director, OSDBU

Executive Office of the President  
Room 424  
Washington, D.C. 20500  
Telephone: (202) 395-3314  
Attn: Mr. Ernest Roane  
Director, Office of  
Management and Budget

Ms. Patricia Landis  
(202) 254-9735

Mr. John Barrett  
(301) 492-6570

Ms. Margie Wilson  
(703) 557-7305

Export-Import Bank  
811 Vermont Ave., N.W.  
Room 1031  
Washington, D.C. 20571  
Telephone: (202) 566-8951  
Attn: Ms. Helene H. Wall  
Director, OSDBU

Farm Credit Administration  
490 L'Enfant Plaza  
Suite 4000  
Washington, D.C. 20578  
Telephone: (202) 755-2133  
Attn: Mr. Donald E. Wilkinson  
Governor

Mr. Paul Redner  
(202) 755-4394

Federal Communications Commission  
1200 - 19th Street, N.W.  
Room 326  
Washington, D.C. 20033  
Telephone: (202) 634-1528  
Mailing Address:  
PO Box 33639  
Washington, D.C. 20033-0639  
Attn: Mr. D. Kent Goodger, Chief  
Procurement Division

FDIC  
550 - 17th Street, N.W.  
Washington, D.C. 20429  
Telephone: (202) 389-4791  
Attn: Mr. Andrew Freimuth  
Director, Facilities Operations

Federal Home Loan Bank Board  
1700 G Street, N.W.  
Washington, D.C. 20552  
Telephone: (202) 377-6840  
Attn: Mr. Columbus Jude, Sr.  
Director, OSDBU

Federal Maritime Commission  
Washington, D.C. 20573  
Telephone: (202) 523-5911  
Attn: Mr. Ronald Murphy  
Director, Office of  
Management Services

**Federal Mediation & Conciliation  
Service**

2100 K Street, N.W.

Washington, D.C. 20427

Telephone: (202) 653-5310

Attn: Dan Funkhouser  
Director, Administrative  
Services

**Federal Emergency Management  
Agency**

Federal Center Plaza

500 C Street, S.W.

Washington, D.C. 20472

Telephone: (202) 287-3826

Attn: Mr. Steve Goodman, Director  
Office of Acquisition, Management

**Board of Governors' Federal Reserve  
System Procurement Section**

20th and Constitution Ave., N.W.

Washington, D.C. 20551

Telephone: (202) 452-3296

Attn: Mr. James Kimmel, Manager

**Federal Trade Commission  
600 E Street, N.W., Suite 700**

Washington, D.C. 20580

Telephone: (202) 523-5552

Attn: Mr. Robert Walton  
Director, OSDDBU

Mr. Hugh Wahl  
(202) 376-7916

**Foreign Claims Settlement  
Commission of the United States**

1111 - 20th Street, N.W.

Washington, D.C. 20579

Telephone: (202) 653-6159

Attn: Mr. Raymond Bell, Chairman

**General Services Administration  
18th and F Streets, N.W.**

Room 6013

Washington, D.C. 20405

Telephone: (202) 566-1021

Attn: Mr. John F. Wynn, Jr.  
Director, OSDDBU

Ms. Darlene Freear  
(202) 566-1021

U.S. Information Agency  
301 4th St., S.W.  
Donohoe Building, Room 3728  
Washington, D.C. 20547  
Telephone: (202) 475-6431  
Attn: Mr. Mike Green  
Director, OSDDBU

Interstate Commerce Commission  
12th and Constitution Ave., N.W.  
Room 3123  
Washington, D.C. 20423  
Telephone: (202) 275-7597  
Attn: Mr. Dan King  
Deputy Director, Office of Public Assistance

National Aeronautics and Space  
Administration  
FB-10B-Code K  
600 Independence Ave., S.W.  
Room 116  
Washington, D.C. 20546  
Telephone: (202) 453-2087  
Attn: Mr. Eugene Rosen  
Director, OSDDBU

National Endowment for the Humanities  
1100 Pennsylvania Ave., N.W.  
Room 405  
Washington, D.C. 20506  
Telephone: (202) 786-0438  
Attn: Ms. Joy Evans  
Public Information  
Officer

National Labor Relations Board  
1717 Pennsylvania Ave., N.W.  
Washington, D.C. 20570  
Telephone: (202) 254-9200  
Attn: Mr. Ernest Russell  
Director, OSDDBU

Ms. Paula Roy  
(202) 634-1991

National Science Foundation  
1800 G Street, N.W.  
Washington, D.C. 20550  
Telephone: (202) 357-9666  
Attn: Mr. Donald Senich  
Director, OSDDBU

Nuclear Regulatory Commission  
Room 7217 MNBB  
Washington, D.C. 20555  
Telephone: (202) 492-4665  
Attn: Mr. William B. Kerr  
Director, OSDBU

Mr. Harris Coleman  
(202) 492-4665

Office of Personnel Management  
1900 E Street, N.W.  
Room 1342  
Washington, D.C. 20415  
Telephone: (202) 632-6274  
Attn: Mr. Dan Clark  
Technical Advisor, Small  
and Disadvantaged Business  
Program

Ms. Barbara Boeheim  
(202) 632-4791

Peace Corps  
806 Connecticut Ave., N.W.  
Room P 300  
Washington, D.C. 20526  
Telephone: (202) 254-3513  
Attn: Mr. Joseph Radford  
Director of Contracts

Ms. Kim Randall  
(202) 254-3513  
Ms. Barbara Hicks  
(202) 523-3726

U.S. Government Printing Office  
North Capitol and H Streets, N.W.  
Room A 332  
Washington, D.C. 20401  
Telephone: (202) 275-2470  
Attn: Mr. Robert Ramsey,  
Chief, General Procurement

Mr. Tom Hughes  
Director  
Materials Management  
Service  
(202) 275-2701

U.S. Postal Service  
475 L'Enfant Plaza West, S.W.  
Washington, D.C. 20060  
Telephone: (202) 268-4633  
Attn: Mr. Peter Evanko  
Small Business Liaison

Railroad Retirement Board  
2000 L Street, N.W., Suite 558  
Washington, D.C. 20036  
Telephone: (202) 653-9540  
Attn: Mr. John C. Ficera  
Director, OSDBU

Small Business Administration  
Office of Women's Business  
Ownership  
1441 L Street, N.W.  
Room 414  
Washington, D.C. 20416  
Telephone: (202) 653-8000  
Attn: Ms. Carol M. Crockett  
Director

Smithsonian Institution  
955 L'Enfant Plaza, S.W.  
Suite 3120  
Washington, D.C. 20024  
Telephone: (202) 287-3343  
Attn: Mr. Robert P. Perkins  
Director, Office of Supply  
Services

Mr. Robert Lewin  
(202) 287-3343

Tennessee Valley Authority  
1000 Commerce Union Bank Bldg.  
Chattanooga, Tennessee 37401  
Telephone: (615) 751-2624  
Attn: Mr. Frank E. Alford  
Director, OSDBU

Mr. George Provost  
(615) 751-6276

Veterans Administration  
811 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 376-6996  
Attn: Ms. Susan Livingstone  
Director, OSDBU

Ms. Mary Ella Stormant  
(202) 376-6996

## **Section C**

- **Subcontracting Opportunities**



## **Possible Prime Contractors Offering Subcontracting Opportunities**

Planning Research Corporation  
Room 6W3  
1500 Planning Research Drive  
McLean, Virginia 22102  
Attention: Ms. Connie McEliece  
(202) 556-1537

Price Waterhouse  
1801 K Street, N.W.  
Washington, D.C. 20006  
Attention: Paula Nichols  
(202) 524-1188

Wang Laboratories  
One Industrial Avenue  
Lowell, Massachusetts 01851  
Attention: Mr. Joe Narbut  
(617) 459-5000

Donald Morrisette  
Interstate Van Lines Inc.  
5801 Rolling Road  
Springfield, Va. 22152  
(703) 569-2121

District Moving and Storage, Inc.  
3850 Penn Belt Place  
Forestville, Md. 20028  
(301) 420-3300

Mr. Dave Dutton  
Victory Van Corporation  
950 South Pickett Street  
Alexandria, Virginia 22304  
(703) 751-5200

John A. Waters  
Colonial Storage Co.  
6025 Kansas Ave., N.W.  
Washington, D.C., 20011  
(202) 291-7900

## **Subcontracting Opportunities Available**

Standard Supplies; ADP  
professional services

Administrative support, in-  
cluding graphic services, audio-  
visual services, printing/repro-  
duction services; ADP support;  
training methods support

Electrical parts

Boxes, crates, and other packing  
materials

Boxes, crates, and other  
packing materials

Boxes, crates, and other packing  
materials

Boxes, crates, and other  
packing materials

Ms. Joan Pascavage  
Modern Transportation Services, Inc.  
13800 Telegraph Road  
Woodbridge, Virginia 22192-4608  
(703) 494-2799

Boxes, crates, and other  
packing materials

Mr. John Bartko  
Quality Transportation Services, Inc.  
1041 Cannon Court  
Woodbridge, Virginia 22194  
(703) 494-7687

Boxes, crates, and other  
packing materials

D. Bailey  
MRW International  
15111 Farm Creek Drive  
Woodbridge, Virginia 22191  
(703) 455-8500

Boxes, crates, and other  
packing materials

Mr. Ed Ruane  
Mgr., Procurement/Logistics  
J.A. Jones Construction  
6060 St. Albans  
Charlotte, N.C. 28287-1201  
(704) 553-3515

Various subcontract  
opportunities

Mr. Frederick Paxton  
Paxton Van Lines, Inc.  
5300 Port Royal Road  
Springfield, Virginia 22151  
(703) 321-7600

Boxes, crates, and other packing  
materials

Roland Kates  
Guardian Storage Inc.  
Box 264  
Waldorf, Md. 20601  
(301) 843-6606

Boxes, crates, and other packing  
packing

Ms. Dana Smith  
BDM  
Management Services Company  
7915 Jones Branch Drive  
McLean, Virginia 22102  
(703) 848-7888

Various subcontract  
opportunities

ITT Transmission & Macky Divisions  
ITT Telecommunications Corp.  
P.O. Box 58649  
Raleigh, N.C. 27658  
Attn: Mr. James Laurent  
(919) 850-3000

Integrated circuit chips,  
resistors, capacitors and  
other components

Rockwell International Group  
High Frequency Communications  
Division  
3200 East Renner Road  
Richardson, TX 75081  
Attn: Floyd Miller  
(214) 705-1247

Various subcontract  
opportunities

Dynalelectron Corporation  
Systems Services Division  
6862 Elm Street, Ste. 500  
McLean, Virginia 22101  
George Brenenstahl, Program Mgr.  
Joe Kidd, Operations/Maintenance Mgr.  
(703) 893-2000  
Contract 1038-503246

Equipment/tools, office furni-  
ture, workbenches, storage  
shelving, office/ADP supplies,  
ADP systems, janitorial

American Communications Company  
Division American Systems, Inc.  
7535 Little River Turnpike  
Annandale, Virginia 22003  
Contact: Tim Ramp, Purchasing Agent  
(703) 968-6300

Various subcontract  
opportunities

Sverdrup Corporation  
Embassy Task Group  
1500 Wilson Boulevard, 7th Floor  
Arlington, Virginia 22209-2454  
Ken Steel  
(703) 875-9626

Prime and subcontracting  
opportunities related to  
overseas building design and  
construction

Pinkerton Computer Consultants, Inc.  
1900 No. Beauregard St., Ste. 200  
Alexandria, Virginia 22311  
James Craig  
(703) 820-5571

Various subcontract  
opportunities

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, Virginia 22209  
Julie Evans, Contract Administrator  
(703) 841-6191

Various opportunities  
related to data processing

Mr. George Hogeboom  
Price Waterhouse  
1801 K St., N.W.  
Washington, D.C. 20006  
(202) 296-0800

Mr. Robert Hardesty  
ADT Security Systems  
7641 Boston Boulevard  
Springfield, Virginia 22153  
(703) 960-8530

Mr. Dennis Quire  
Electrospace Systems, Inc.  
1301 East Collins Blvd.  
P.O. Box 831359  
Richardson, TX 75083-1359  
(714) 231-9303

Re: Contract 1111-720015

J.S. Hornick, Tube Division  
F.D. Kell, Product Division  
Burle Industries, Inc.  
1000 New Holland Avenue  
Lancaster, Pennsylvania 17601-5688  
(717) 295-6000

Audio-visual, data processing  
data entry (Under contract ST  
0000-720075 FMS)

Conduit cables, etc.

Electronic components, cables,  
switches, power supplies, etc.

Various subcontract  
opportunities

## **Section D**

### **Some Contacts for Trade and Investment-Related Issues**



## Some Contacts for Trade and Investment-Related Issues

### Department of State

Commercial Affairs	—John J. St. John	(202) 647-7594
Investment Affairs	—Marilyn A. Meyers	647-1128
Development Finance	—Shaun Donnelly	647-9426
East-West Trade	—Patrick J. Nichols	647-2875
Trade Policy	—Don McConville	647-2320

Information about specific countries available from Department country desk officers. Telephone numbers obtained from rear of Department telephone book or from U.S. Government operator, (202) 655-4000.

### Department of Commerce

#### Deputy Assistant Secretary

for Services	—R. David Luft	(202) 377-5261
Country Marketing:		
Western Europe	—Peter Hale	377-5341
Eastern Europe and Soviet Affairs	—Suzanne Lotarski	377-1104
Africa	—Peter Cashman	377-2175
Near East	—Albert Planagan	377-4441
South Asia	—Jim Johnston	377-2954
Mexico and Carib- bean Basin	—Timothy Ashby	377-5327
South America	—Peter B. Field	377-2436
Peoples' Republic of China and Hong Kong	—Jeff Lee	377-3583
Japan	—Maureen Smith	377-4527
Investment Policy	—Allen Lins	377-8053
Publications	—Thomas Weatherspoon	377-5487
Foreign Commercial Service	—Peter Frederick	377-8300
Export Licensing Information*		377-4811

### Agency for International Development

Business Relations	—John Wilkinson, Acting	(703) 875-1551
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### Overseas Private Investment Corporation

	—John Moore	(202) 457-7187
--	-------------	----------------

Export-Import Bank	—Hal Sundstrom	(202) 566-8812
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U.S. Trade Representative	—Barbara North	(202) 395-6120
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\*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Munitions Control (703) 875-6644 (Joseph Smaldone or Allan E. Suchinsky, 875-6644).









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